

Advancement Handbook for Postal Clerk

PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Postal Clerk rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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CONTENTS

PARTS		PAGE
1	Advancement Handbook for PC3	1-1
2	Advancement Handbook for PC2	2-1
3	Advancement Handbook for PC1	3-1
4	Advancement Handbook for PCC	4-1
Appendix 1	References Used in This Advancement Handbook	A-1

Part 1

Advancement Handbook for PC3

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Complete PC and/or mail orderly designations/revocations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare Page 13 • Prepare DD Form 285 • Prepare DD Form 2257 • Maintain DD Form 2260
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 4 • DOD 4525.6-M, Volume II, Chapter 3 • OPNAVINST 5112.6, Chapter 4 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the completion and retention periods of all associated forms for the designation and/or termination of postal clerks and/or mail orderlies, in addition to the required mail orderly training.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform duties as Custodian of Postal Effects (COPE) with a fixed credit
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 1096 • Prepare PS Form 1590 • Prepare PS Form 3369 • Prepare PS Form 3977 • Prepare DD Form 2257 • Prepare DD Form 2259
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapters 4 & 5 • OPNAVINST 5112.6, Chapter 4 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the management of a fixed credit account, change of COPE procedures, and distribution of required documents.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain a Postal Operating Plan and Standard Operating Procedures (POP/SOP)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> Identify the information required to be included in the POP/SOP
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> DOD 4525.6-M, Volume I, Chapter 9 & Appendix B
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the required information that should be included and the posting of the POP/SOP.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify customs form requirements
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Use & completion of PS Form 2976 • Use & completion of PS Form 2976-A • Use of PS Form 2976-E
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DMM, Module E • IMM, Chapter 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about which customs form should be used for a mailing, exemptions, and retention periods of the post office receipt.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify capital/sensitive equipment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Prepare PS Form 1590
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• OPNAVINST 5112.6, Chapter 4• CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the receipt/return/transfer of USPS Capital/Sensitive equipment, required signatures, and disposition of required forms.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain instructions, notices, and publications
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> Identify the instructions, notices, and publications that you should maintain at a Navy post office
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> OPNAVINST 5112.6, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the changes and retention periods of required publications, notices, and instructions.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform procedures required for opening a Navy post office (NPO)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the authorities and lead time to acquire: <ul style="list-style-type: none"> - Supplies - Equipment - Finance number - FEDSTRIP code - ZIP + four
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 1 • OPNAVINST 5112.6, Chapters 1 & 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the establishment of an NPO, obtaining supplies, equipment, finance number, FEDSTRIP Code and ZIP + four.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform procedures required for closing a Navy post office (NPO)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the authorities, lead time, and/or disposition of: <ul style="list-style-type: none"> - Supplies - Records - Equipment - Stamp stock - Money orders - Directory files
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 1 • OPNAVINST 5112.6, Chapter 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about disestablishing a Navy post office, the disposition of all records, supplies, stamp stock, money orders, directory files, and equipment.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Determine the Navy post office (NPO) requirements for a change of coast
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> Identify the agencies and/or officials to contact and the procedures to follow when making a home port change
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> OPNAVINST 5112.6, Chapter 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures to follow when making a homeport change, notifying authorities, changing the ZIP code, and the transfer of fixed credit and equipment accountability.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare for emergency destruction
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the equipment/postal effects that should be destroyed should the need arise
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5112.6, Chapter 2 • DOD 4525.6-M, Volume I, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the posting of the emergency destruction bill and order in which items are to be destroyed.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare Postal Activity Reporting System (PARS)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> Identify the format, submission , and information required for the PARS
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> DOD 4525.6-M, Volume I, Chapter 3, part 2 CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the information, format, and submission of the PARS.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process letters of appointment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Identify the letters of appointment required to be on file at a Navy post office (NPO)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• OPNAVINST 5112.6, Chapter 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the different types of letters of appointment that should be on file at an NPO.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare for inspections
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify required inspections conducted at a Navy post office (NPO)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5112.6, Chapter 7 & Appendix C • DOD 4525.6-M, Volume II, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the periodicity and type of inspections required at an NPO.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain post office security
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 3977 • Safeguard post office keys and safe combinations • Identify personnel authorized entry to a Navy Post Office (NPO)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume II, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the safeguarding of post office keys, safe combinations, periodicity of combination changes, and authorized entry to an NPO.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Operate a MPO postage meter
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare and/or process PS Form 3533 • Prepare and/or process PS Form 3602-PO • Operate a postage meter
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 6, part 1 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the receipt and operation of a postage meter, accounting for postage printed and spoiled meter tapes.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify special services (International)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Prepare PS Form 2865• Prepare PS Form 3806• Prepare PS Form 3813-P• Prepare PS Form 3817
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• IMM, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	Identify the special services available for the different categories of international mail.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify special services (Domestic Mail)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Label 11-B • Identify PS Label 200-A • Prepare PS Form 3800 • Prepare PS Form 3804 • Prepare PS Form 3806 • Prepare PS Form 3811 • Prepare PS Form 3811-A • Prepare PS Form 3813-P • Prepare PS Form 3813 • Prepare PS Form 3817
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DMM, Module S
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the special services available for the different classes of domestic mail.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Complete stamp requisitions, returns, and accounting procedures
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 17 • Prepare PS Form 1096 • Review PS Form 3295
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 5 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about ordering stamps, returning damaged stamps, requisition numbering and receipt procedures, accounting procedures, handling of postal funds, information used from the US Treasury check, and the official the check is made payable to.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform window operations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Conduct window operations • Provide customer service
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5112.6, Chapter 8 • DOD 4525.6-M, Volume I, Chapter 9 • DMM, Modules A, C, E, & P • Publication 52, Chapters 3, 4, 5, & 6 • IMM, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper customer service procedures, acceptance of international and domestic articles; mailing standards, addressing, endorsements; and selling, refund and/or exchange of postage stock.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Document audits of fixed credit accounts
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 1096 • Prepare PS Form 3368 • Prepare DD Form 2259
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 12 • OPNAVINST 5112.6, Chapter 11 • CINCPACFLT PFO Handbook or CINLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the different audits, when they are required, completion of the forms required for an audit, proper distribution, documentation of results, remittance of overages, collection of shortages, tolerance limits, required signatures, and retention periods of audit forms.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct money order business
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 1096 • Prepare PS Form 6019 • Prepare PS Form 8105 • Prepare & Maintain DD Form 885
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 7 • POM, Chapter 8 • DMM, Modules R & S
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the proper completion of money order reports; transfer of money orders and cash; cashing, selling, spoiling money orders; and money order report submission.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process money order requisitions and returns
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 17 • Prepare & Maintain DD Form 885
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 7 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the ordering, and receipt/return of postal money orders, minimum and maximum on hand amounts and emergency requisitions.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Collect assessed customs charges
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 6019 • Complete PS Form 3849 • Identify/process Customs Form 3419 • Complete customs collections
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • IMM, Chapter 7 • DOD 4525.6-M, Volume I, Chapter 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the collection and remittance of customs charges, required endorsements, and situations when the customs charges are not collected.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	SUPPLY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Requisition rubber and steel stamps
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 1567
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • USPS Publication 247 • POM, Chapter 2 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the source of supply and procedures for ordering killer bars, an AP chop, special rubber stamps, and the information and format of each.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	SUPPLY
<i>A skill</i> you are expected to perform from the General Skill Area above:	Requisition non-standard facing slips and strip labels
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 1578-B
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • USPS Handbook PO-423 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the source of supply and ordering of facing slips and/or strip labels.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	SUPPLY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Requisition USPS supplies
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Maintain PS Form 1586 • Verify PS Form 4686 • Prepare PS Form 7380 • Prepare Express and Priority Mail Supply Order Form
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • USPS Publication 223 • USPS Publication 247 • OPNAVINST 5112.6, Appendix B
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on ordering type for hand stamps and canceling machines, USPS supplies, priority mail and express mail supplies, source of supply, inventory procedures, max/min on-hand quantities, required endorsements for NIS, replaced or obsolete supplies, requisition numbering, and the Touch Tone Order Entry System.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	SUPPLY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Requisition capital/sensitive equipment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Prepare PS Form 7381
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• USPS Publication 247
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about equipment forecasts and the requisitioning of capital/sensitive USPS equipment.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	SUPPLY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Requisition DD/OPNAV Forms
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the source of supply for DD and OPNAV Forms
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 5112.6, Appendix B
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the source of supply and ordering of DD and/or OPNAV Forms required at a Navy post office.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	SUPPLY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform equipment maintenance, calibration, and cleaning
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify and perform required maintenance, calibration and cleaning of postal equipment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • USPS Publication 247 • OPNAVINST 5112.6, Chapter 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the required maintenance on postal equipment, periodicity of calibrating, cleaning and the references for the instructions.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process mail (Accountable/Ordinary)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Proper collection, make up, and dispatch of all mail and personal correspondence
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 10 • DOD 4525.6-M, Volume II, Chapter 4 • OPNAVINST 5112.6, Chapter 8 • IMM, Chapter 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper collection, make up, required endorsements, and processing of international and domestic outgoing mail, including the Intratheater Delivery Service (IDS).

Advancement Handbook for PC3

General PC <i>Skill Area</i>	OPERATIONS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Manifest mail (ordinary)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 2942-A • Prepare OPNAV Form 5110/9 • Prepare DD Form 1372 • Prepare DD Form 1384
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 11, part 2 • Distributing, Dispatching and Transporting Military Mail by Air, Handbook T-7 • OPNAVINST 5112.6, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the receipt and dispatch of ordinary mail, proper completion of mail manifest, manifest distribution, and retention periods.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	OPERATIONS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Manifest accountable mail (Personal/Official)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 3854 • Prepare DD Form 1372 • Prepare DD Form 1384 • Prepare OPNAV Form 5110/9
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 8 • OPNAVINST 5112.6, Chapter 2 • Distributing, Dispatching and Transporting Military Mail by Air, Handbook T-7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the receipt and dispatch of personal and official accountable mail, proper completion of mail manifests, manifest distribution, and retention periods.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Route mail
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Draft mail routing instructions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 11, part 3 • OPNAVINST 5112.6, Chapter 10 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the MRI precedence, classification, lead time for submission, action/info addressees, and what information makes up the date-time group (DTG).

Advancement Handbook for PC3

General PC <i>Skill Area</i>	OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify the situations which warrant the submission of a postal net alert(PNA)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Draft a PNA
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• DOD 4525.6-M, Volume I, Chapter 11, part 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the purpose of a PNA and submission requirements.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	OPERATIONS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform directory service
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 3579 • Prepare PS Form 3849 • Prepare OPNAV 5110/5 • Prepare EP1865D
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume II, Chapter 6 • OPNAVINST 5112.6, Chapter 5 • POM, Chapter 6 • DMM, Module F
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper management and completion of the change of address cards. Endorsements, retention, forwarding periods, change of address notices, fees, and processing of personal, accountable, and dead mail will also be tested.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	RECORDS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare a registered mail balance/inventory
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Review PS Form 3806 • Review PS Form 3849 • Review PS Form 3854 • Review PS Form 3877 • Review PS Form 3883 • Review OPNAV Form 5110/9 • Review & Prepare DD Form 2261
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 8
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the information on the balance sheet, supporting documents, retention periods, and completion of the Registered Mail Balance sheet.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	RECORDS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Complete mail delivery/receipt (Accountable/Ordinary)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 3801 • Prepare PS Form 3806 • Prepare PS Form 3849 • Prepare PS Form 3854 • Prepare PS Form 3877 • Prepare PS Form 3883 • Prepare PS Form 3907 • Prepare OPNAV Form 5110/9 • Prepare DD Form 2258
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 9 • DOD 4525.6-M, Volume II, Chapter 4 • OPNAVINST 5112.6, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about accountable and/or ordinary mail acceptance, delivery, receipt, and retention periods of supporting documents.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	RECORDS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Complete claims and inquiries (International)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 542 • Prepare PS Form 673 • Prepare PS Form 2855 • Prepare PS Form 3533 • Prepare PS Form 3831 • Prepare PS Form 3760 • Prepare PS Form 4314-C
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • IMM, Chapter 9 • OPNAVINST 5112.6, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the proper forms, waiting periods, documentation for submitting, and claim/article disposition for an original or duplicate international claim and the refund of postage and fees.

Advancement Handbook for PC3

General PC <i>Skill Area</i>	RECORDS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Complete claims and inquiries (Domestic)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 1000 • Prepare PS Form 3811-A • Prepare PS Form 3831 • Prepare PS Form 3533 • Prepare PS Form 6401
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DMM, Module S • OPNAVINST 5112.6, Chapter 2 • POM, Chapter 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the proper waiting periods, and documentation for submitting a claim on an article or money order. The claim and/or article disposition for an original or duplicate domestic claim and the refund of postage and fees.

Part 2

Advancement Handbook for PC2

Advancement Handbook for PC2

General PC Skill Area	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manage MPO postage meter operations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Collect funds derived from postage meter sales • Reset postage meters • Verify PS Form 1096 • Prepare PS Form 3533 • Prepare PS Form 3602-PO
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 6, Part 1 • CINPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the collection of postage meter funds, spoiled meter tapes, periodicity, and setting a postage meter.

Advancement Handbook for PC2

General PC Skill Area	SUPPLY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process empty equipment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Procedures for ordering additional empty equipment • Procedures for dispatching empty equipment • Proper disposition of damaged empty equipment • Identify defective equipment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapters 10 & 11 • POM, Chapter 5 • Container Methods, Handbook PO-502, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the source of supply for ordering empty equipment, requirements for manifesting and/or preparing empty equipment for dispatch and disposition of damaged equipment.

Advancement Handbook for PC2

General PC Skill Area	SUPPLY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manage postal equipment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> Identify the proper procedures for transferring capital and/or sensitive equipment between clerks or Navy post offices
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook USPS Publication 247
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the transfer of equipment between clerks and Navy post offices, requesting approval for the transfer, required documents, and document distribution.

Advancement Handbook for PC2

General PC Skill Area	SUPPLY
<i>A skill</i> you are expected to perform from the General Skill Area above:	Requisition military tags and labels
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Complete PS Form 1957C• Complete PS Form 1957D
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about ordering military tags and labels.

Advancement Handbook for PC2

General PC Skill Area	OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manage mail delivery receptacles
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • The proper maintenance, issuance, and numbering of mail receptacles • Prepare & process DD Form 2262 • Prepare & process DD Form 2263
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume II, Chapter 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the proper maintenance, issuance, inspections, and numbering of mail receptacles at a shore-based Navy post office.

Advancement Handbook for PC2

General PC Skill Area	OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Recall mail
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare and Process PS Form 1509 • Process PS Form 3800 • Process PS Form 3804 • Process PS Form 3806 • Process PS Form 3813 • Process PS Form 3813-P
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DMM, Module D
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the recall of all types of personal and official mail, fees assessed, required endorsements, and disposition of required forms.

Advancement Handbook for PC2

General PC Skill Area	OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare a Postal Net Alert (PNA)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare a PNA message for release using the chain of command
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 11, Part 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the content and format of a PNA message.

Advancement Handbook for PC2

General PC Skill Area	OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Route mail
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare a mail routing instruction (MRI) for release using the chain of command
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 11, Part 3 • OPNAVINST 5112.6, Chapter 10 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the content and format of an MRI.

Part 3

Advancement Handbook for PC1

Advancement Handbook for PC1

General PC Skill Area	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Research and develop postal correspondence
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare postal directives • Prepare letters of appointment • Prepare a Postal Operating Plan (POP) • Prepare a Standard Operating Plan (SOP)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5216.5, Chapter 2, Sections A & B (Correspondence Manual) • SECNAVINST 5210.11, page 17, (Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)) • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the development, preparation, format, required signatures, and Standard Subject Identification Code (SSIC) for a POP, SOP, postal directives, letters of appointment, postal instructions, and notices.

Advancement Handbook for PC1

General PC Skill Area	ADMINISTRATION
<i>A skill</i> you are expected to perform from the General Skill Area above:	Review postal clerk designation and termination requirements
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify the requirements for designating and/or terminating the following individuals: - Postal Clerk - Postal Finance Officer - Mail Clerk - Official Mail clerk - Postal Officer - Reserve Custodian - Money Order Verifying Official - Blank Money Order Custodian - Monies Audit Board
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 4 • DOD 4525.6-M, Volume II, Chapter 3 • OPNAVINST 5112.6, Chapter 4 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the designation and/or termination requirements for all associated postal positions.

Advancement Handbook for PC1

General PC Skill Area	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manage a flexible credit account
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 17 • Prepare PS Form 1412-B • Prepare PS Form 3295 • Prepare PS Form 3369 • Prepare PS Form 3533 • Prepare and maintain DD Form 885 • Order & prepare bank deposit slips
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 5 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about Account Indicator Codes (AIC), the completion, submission requirements, and numbering of bank deposits; ordering stamps, money orders, and bank deposit slips; and filling stamp and/or money order requisitions.

Advancement Handbook for PC1

General PC Skill Area	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manage all MPO postage meter operations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Review PS Form 3533 • Prepare & process PS Form 3601-A • Prepare & process PS Form 3602-A • Prepare & process PS Form 3602-PO • Prepare & process PS Form 3603 • Prepare & process PS Form 3604 • Prepare & process PS Form 3610 • Remitting postage meter funds
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 6, Part 1 • DOD 4525.8M, Official Mail Manual • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the inventory and issuance of postage meters; receipt for and remittance of postage meter funds; documentation for shortages and overages; and requesting and revoking postage meter licenses.

Advancement Handbook for PC1

General PC Skill Area	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manage official postage meters operations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare & Process PS Form 3533 • Prepare & Process PS Form 3601-A • Prepare & Process PS Form 3602-A • Prepare & Process PS Form 3603 • Prepare & Process PS Form 3604 • Prepare & Process PS Form 3610
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 6, Part 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about obtaining an official postage meter license, issuing, initial setting and resetting, refunding spoiled meter postage, and withdrawing of postage meters.

Advancement Handbook for PC1

General PC Skill Area	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct audits
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Complete PS Form 1096 • Complete PS Form 3368 • Complete DD Form 2259 • Review PS Form 17 • Review PS Form 1590 • Review PS Form 3295 • Review PS Form 3369 • Review PS Form 3602-PO • Review PS Form 6019 • Review DD Form 885 • Review DD Form 2261
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 12 • OPNAVINST 5112.6, Chapter 11 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about conducting audits on Stamp Vending Machines, fixed and flexible accounts.

Advancement Handbook for PC1

General PC Skill Area	FINANCIAL
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process International Reply Coupons (IRCs)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Identify and process IRCs
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• IMM, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the purchase, exchange, issue dates, and monetary value of IRCs.

Advancement Handbook for PC1

General PC Skill Area	SUPPLY
A <i>skill</i> you are expected to perform from the General Skill Area above:	Repair and/or return postal equipment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Complete PS Form 1590 • Complete PS Form 4805 • Preparing documentation for repair services requested
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • USPS Publication 247 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the repair of postal equipment, to include the cost, packaging, shipping, required forms, and documentation that should accompany the equipment, authorized repair activities, and message reports.

Advancement Handbook for PC1

General PC Skill Area	OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manage an official mail program
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> Identify the requirements for official mail managers and/or official mail clerks
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> DOD 4525.8-M, OPNAVINST 5218.7, Chapters 2 & 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the inspection of the official mail program, to include the services used for official mail.

Advancement Handbook for PC1

General PC Skill Area	RECORDS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify customer service requirements
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare PS Form 4314-C • Review customer service files
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • POM, Chapter 1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about customer service and completing the consumer service card.

Part 4

Advancement Handbook for PCC

Advancement Handbook for PCC

General PC Skill Area	ADMINISTRATION
<i>A skill</i> you are expected to perform from the General Skill Area above:	Conduct inspections
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Conduct postal assessments using the Postal Assessment/Pre-deployment Guide
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• OPNAVINST 5112.6, Chapter 1 & Appendix C
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the requirements for being assigned as a Postal Assistance Advisor, in addition to the frequency, requirements, and conducting the different types of inspections.

Advancement Handbook for PCC

General PC Skill Area	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Identify designations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Review the responsibilities and requirements for being designated: <ul style="list-style-type: none"> - Postal Officer - Reserve Custodian - Money Order Verifying Official - Custodian of Blank Money Orders - Official Mail Manager
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 4 • DOD 4525.6-M, Volume II, Chapter 3 • OPNAVINST 5112.6, Chapter 4 • DOD 4525.8-M (OPNAVINST 5218.7), Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the designation, responsibilities, and requirements to be designated as Postal Officer, Reserve Custodian, Money Order Verifying Official, Custodian of Blank Money Orders, and Official Mail Manager.

Advancement Handbook for PCC

General PC Skill Area	ADMINISTRATION
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop postal facilities security requirements
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Identify the security requirements for mail and the floor space, structural and/or security requirements for postal facilities
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• DOD 4525.6-M, Volume I, Chapter 13• DOD 4525.6-M, Volume II, Chapter 3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the security for mail and postal facilities and the postal facility floor space and structural requirements.

Advancement Handbook for PCC

General PC Skill Area	OPERATIONS
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manage mail movement
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Air carrier schedules, standards, requirements, required lead time, labeling, and responsibility of all organizations and/or individuals involved in the process of mail dispatch and receipt • Prepare & Process DD Form 2273 • Prepare & Process PS Form 2759
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 11, Parts 1 & 2 • Distributing, Dispatching and Transporting Military Mail by Air, Handbook T-7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the coordinating of mail dispatches, lead time required before and/or between flights, labeling schemes and responsibilities of the air carrier, trucking, and postal personnel. Requirements for handling military mail, documenting discrepancies, form disposition, and reporting periods.

Advancement Handbook for PCC

General PC Skill Area	OPERATIONS
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare postal offense messages and reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Conduct an investigation or advise an investigating officer of the investigation and/or reporting procedures for a postal investigation
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DOD 4525.6-M, Volume I, Chapter 14 • DOD 4525.6-M, Volume II, Chapter 7 • OPNAVINST 5112.6, Chapter 6 • CINCPACFLT PFO Handbook or CINCLANTFLT Post Office Handbook
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about conducting a postal offense investigation, identifying the investigating officer, reporting procedures, frequency, content, and numbering of required reports.

Appendix 1

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Modules/ Appendix	Stocking Point
PC3	DOD 4525.6-M Volume I/ OPNAVINST 5112.4	Military Post Office Operating Procedures	Chapters 1 through 12, & Appendix B	1
	DOD 4525.6-M Volume II/ OPNAVINST 5112.5	Mail Handling and Delivery Procedures for Mailrooms and Postal Service Centers	Chapters 3,4,6	1
	OPNAVINST 5112.6	Department of the Navy (DON) Postal Instructions	Chapters 1,2,3,4,5,7,8,9, 10,11, Appendix B & C	1
	DMM	Domestic Mail Manual	Modules A,C,E,F,P,R, & S	2
	IMM	International Mail Manual	Chapters 1,2,3,4,7,& 9	2
	Pub 52	Acceptance of Hazardous, Restricted, or Perishable Matter	Chapters 3,4,5, & 6	2
	POM	Postal Operations Manual	Chapters 1,2,6, & 8	2
	Pub 247	Supply and Equipment Catalog		2
	Handbook PO-423	Requisitioning Labels		2
	Pub 223	Directives and Forms Catalog		2
	CINCLANTFLT Post Office Handbook	CINCLANTFLT Post Office Handbook		5
	CINCPACFLT PFO Handbook	CINCPACFLT Postal Finance Officer (PFO) Handbook		4
	Handbook, T-7	Distributing, Dispatching, and Transporting Military Mail by Air		2
PC2	DOD 4525.6M Volume I/ OPNAVINST 5112.4	Military Post Office Operating Procedures	Chapters 6,10, & 11	1
	DOD 4525.6M Volume II/ OPNAVINST 5112.5	Mail Handling and Delivery Procedures for Mailrooms and Postal Service Centers	Chapter 5	1
	CINCLANTFLT Post Office Handbook	CINCLANTFLT Post Office Handbook		5
	CINCPACFLT PFO Handbook	CINCPACFLT Postal Finance Officer (PFO) Handbook		4
	POM	Postal Operations Manual	Chapter 5	2

	DMM	Domestic Mail Manual	Module D	2
	Pub 247	Supply and Equipment Catalog		2
	Handbook PO-502	Container Methods	Chapter 2	2
	OPNAVINST 5112.6	Department of the Navy (DON) Postal Instructions	Chapter 10	1
PC1	SECNAVINST 5216.5	Department of the Navy (DON) Correspondence Manual	Chapter 2 (Sections A & B)	1
	CINCLANTFLT Post Office Handbook	CINCLANTFLT Post Office Handbook		4
	CINCPACFLT PFO Handbook	CINCPACFLT Postal Finance Officer (PFO) Handbook		5
	SECNAVINST 5210.11	Department of the Navy (DON) Standard Subject Identification Codes	Page 17	1
	DOD 4525.6-M Volume I/ OPNAVINST 5112.4	Military Post Office Operating Procedures	Chapters 4,5,6, & 12	1
	DOD 4525.6-M Volume II/ OPNAVINST 5112.5	Mail Handling and Delivery Procedures for Mailrooms and Postal Service Centers	Chapter 3	1
	OPNAVINST 5112.6	Department of the Navy (DON) Postal Instructions	Chapters 4 & 11	1
	DOD 4525.8-M/ OPNAVINST 5218.7	Navy Official Mail Management Instructions	Chapters 2 & 3	1
	IMM	International Mail Manual	Chapter 3	2
	Pub 247	Supply and Equipment Catalog		2
	POM	Postal Operations Manual	Chapter 1	2
PCC	DOD 4525.6-M Volume I/ OPNAVINST 5112.4	Military Post Office Operating Procedures	Chapters 4,11,13, & 14	1
	CINCPACFLT PFO Handbook	CINCPACFLT Postal Finance Officer (PFO) Handbook		4
	CINCLANTFLT Post Office Handbook	CINCLANTFLT Post Office Handbook		5
	DOD 4525.6-M Volume II/ OPNAVINST 5112.5	Mail Handling and Delivery Procedures for Mailrooms and Postal Service Centers	Chapters 3 & 7	1
	DOD 4525.8-M/ OPNAVINST 5218.7	Navy Official Mail Management Instructions	Chapter 2	1
	Handbook T-7	Distributing, Dispatching, and Transporting Military Mail by Air		2
	OPNAVINST 5112.6	Department of the Navy (DON) Postal Instructions	Chapters 1,4,6, & Appendix C	1

LEGEND:

Note 1: Available via INTERNET <http://neds.nebt.daps.mil/>

Note 2: To order use Touch Tone Order Entry (TTOE) or submit PS Form 7380 to your serving MDC

Note 3: Available via INTERNET <http://web7.whs.osd.mil/corres.htm>

Note 4: To order contact Postal Finance Officer, 4070 Surface Navy BLVD Suite 3, SAN DIEGO CA 92136-5287

Note 5: To order contact Fleet Postal Officer, Attn: N412P, U.S. Atlantic Fleet, 1562 Mitscher Ave Ste 250, NORFOLK VA 23551-2487